

# Iowa Adult Literacy State Staff Development Guidelines 2007-2008

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# State Staff Development 2007-2008

## Mission

To meet the professional training needs of adult literacy staff, individually and collectively, which, in turn, will directly and positively affect the delivery of services and continuous program improvement.

## Overview

- **Peer Support/Orientation Visits: Adult literacy** staff members accompany the state consultant to other community colleges to observe, learn and give feedback through prearranged visits. This includes orientation for new ABE Coordinators.
- **ABE Institute:** A two-day conference with keynote speakers and concurrent sessions for adult literacy practitioners. Iowa adult literacy personnel will present the majority of the small group sessions.
- State and National Conferences: Attendance and presenting at state and national conferences will be encouraged to insure a strong Iowa adult literacy program presence and support the sharing of information with other staff. Funding for a limited number of conferences is provided.
- Conference Presenter Sponsorship: The State Staff Development Committee encourages support of keynoters, presenters, workshops or conferences that benefit adult literacy staff. Active participation of adult literacy personnel in these events is encouraged.

# **Guidelines for Approval of State Sponsored Staff Development Activities**

The listed guidelines are to be followed in approval and reimbursement of state sponsored staff development activities:

- 1. Requests for state reimbursed activities must be submitted to Phyllis or Helene for approval 30 days prior to the activity.
- 2. Expenditures to be reimbursed as a result of state staff development activities must be approved by Phyllis or Helene. The form for reimbursement of the expenditures must be submitted within **15-20 business days** after the conclusion of the activity.
- 3. The exception to the procedure (referenced in bullet # 2) is in situations where an institution is billing against a purchase order issued by Southeastern Community College. Phyllis or Helene will authorize Southeastern Community College to issue a purchase order to cover projected staff development activities whenever possible. This procedure will be followed for all state sponsored workshops and activities such as the State ABE/Adult Literacy Summer Institute, regional workshops, statewide workshops, etc.
- 4. Southeastern Community College can only reimburse **institutions and not individuals**. Therefore, the institution must make prior arrangements with the individual to reimburse them for expenses incurred for approved state staff development activities (i.e. CASAS Summer Institute).
- 5. The state staff development project will reimburse expenses incurred by CASAS certified national and state level trainers for expenses incurred for required activities to maintain or enhance trainer certification requirements.
- 6. Approval of state sponsored staff development requests will be judged on a case-by-case basis depending on need, type of activity, projected costs, etc. The approved activities will be in line with the state staff development plan priority areas for any given program year.
- 7. Any expenses received by Southeastern Community College for reimbursement will be returned to the sender if not approved by Phyllis or Helene. The exception to this procedure will be in situations where a purchase order has been issued to cover the expenses incurred by the staff development activity.

# Adult Literacy Staff Development Activity Reimbursement Form

Activity Name:	Participant's Name:
Dates of Activity:	Participant's Address:
Location of Activity:	Participant's Telephone:
Make check payable to (if different than listed above):	Work:
Social Security Number:	Home:
Reimbursement (attach receipts where applicable):	-
Personal Car: MilesX \$.34/mile*	Lodging:
Airfare:	Registration:
Meals:	Honorarium (if applicable):
Materials:	Others:
TOTAL:	
Any taxes due on this compensation are your responsibili W-9 form.	ty. If you are to receive an honorarium, complete a
verify that the above information is true and accurate and the activity.	nat I have completed the requested reporting requirements fo
Participant signature:	Date:
ABE Coordinator signature:	Date:
State Consultant Approval:	Date:

# FOR REIMBURSEMENT UPON COMPLETION OF ACTIVITY, PLEASE SEND TO:

Phyllis Hinton, Adult Literacy Consultant

Department of Education

Bureau of Community Colleges

Grimes State Office Building

Des Moines, Iowa 50319-0146

W: 515-281-4723 or Sandy 515-281-7308

F: 515-281-6544

E: phyllis.hinton@iowa.gov

\*- Mileage reimbursement rates may change periodically. Special reimbursement situations will be cleared through Phyllis or Helene.

# **Peer Support/Orientation Visits**

Adult literacy staff members may accompany the state consultant to other community colleges to observe, learn and give feedback through prearranged visits. The purpose is to enhance local adult literacy programming by sharing with peers. The visit may also provide orientation for new ABE Coordinators. Other ABE Coordinators will be invited to attend orientations for a review of responsibilities.

The visiting college and the host college will both benefit from the exchange. ABE Coordinators have a chance to learn new skills, develop new professional contacts, and gain knowledge through an interchange of ideas. It also offers the opportunity to interact with new student populations, observe varied administrative settings, and experience different programs, educational philosophies and services. These visits are not the same as the Annual Program Monitoring Visits as mandated in Section 224(b)(3) of the Adult Education and Family Literacy Act (AEFLA).

After the visit, participants will submit a cost reimbursement form to the state consultant for reimbursement. The reimbursement will include lodging (if needed), mileage and meals as allowable by budget for equitable dispersion among all colleges.

The host community college will receive a written review from the state consultant and visiting ABE Coordinator (form provided) within 30 days of visit. The community college will submit an evaluation to the state consultant as well.

#### **Contact:**

Darla Helm
Southwestern Community College
Department of Education
Bureau of Community Colleges

1501 W. Townline St.

Creston, IA 50801

W: 641-782-1497

Bureau of Community Colleges
Grimes State Office Building
Des Moines, Iowa 50319-0146

H: 641-782-9693 W: 515-281-4723 or Sandy 515-281-7308

F: 641-782-1334 F: 515-281-6544

# **Report from the Visiting ABE Coordinator**

Describe activities, reactions and observations during the visit in a brief but thorough report. Please consider the following questions when preparing your report:

- what impressed you during your visit?
- What do you see to be the biggest challenges faced by the visited community college?
- What ideas do you have for improving programs, processes etc.?
Date of Visit Site of Visit (Community College)
Report Written By:
Name and Title
Institutional Affiliation

Please complete the requested information and return within 30 days of the visit to:

Phyllis Hinton, Adult Literacy Consultant Department of Education Bureau of Community Colleges Grimes State Office Building Des Moines, Iowa 50319-0146

W: 515-281-4723 or Sandy 515-281-7308

F: 515-281-6544

E: phyllis.hinton@iowa.gov

## **Report from the Visited College**

Please provide a brief but thorough feedback report regarding your recent site visit. Please consider the following questions when preparing your report:

- How did the visit from the state consultant and ABE Coordinator help to support your program(s)?
- How will the visit help you in future planning?
- What recommendations would you make to other community colleges as they prepare for a site visit?
- How could the site visits be more helpful or effective?

(Name of your Community College)		
Date of Visit:		
Name and Community College o	f Visiting ABE Coordinator:	
Feedback Report Written By:	(Name and Title)	

Please complete the requested information and return within 30 days of the visit to:

Phyllis Hinton, Adult Literacy Consultant Department of Education Bureau of Community Colleges Grimes State Office Building Des Moines, Iowa 50319-0146

W: 515-281-4723 or Sandy 515-281-7308

F: 515-281-6544

E: phyllis.hinton@iowa.gov

## ABE/ADULT LITERACY INSTITUTE

Iowa's adult literacy personnel are invited to participate in the ABE Institute, a unique 2-day conference held annually in July. Diverse topics are presented as concurrent sessions by Iowa adult literacy staff. In addition, keynote speakers are carefully chosen for their knowledge and experience in adult learning and education. Between sessions, participants may browse through or even borrow from among a sample of the Iowa Literacy Resource Center collection. Finally, the institute is a wonderful opportunity to share and exchange ideas with peers from across the state.

Hotel room and three meals are provided through State Staff Development funds. Dress is casual and participants should be prepared to listen, share, and learn. In addition, participants will meet new people and come away with new ideas as well as a deeper understanding of Iowa's adult literacy program.

Adult literacy personnel are encouraged to contribute to the institute. They may share knowledge and experience with peers by presenting a concurrent session and/or by becoming involved with the planning of the institute. The quality of the institute depends upon the willingness of adult literacy personnel to become involved and share talents and gifts with others around the state. For more information contact committee members:

## Co-chairs for 2007:

Mona Engebretson	Sally Barrett
Southeastern Community College	Southeastern Community College
16876 Kingwood Estates, Middletown, IA 52655	1107 Grand Ave.
319-392-4027	Keokuk, IA. 52632
mengebretson@scciowa.edu	319-524-2220
	barrets@interl.net
Ann Waynar	Sandy Supianoski
Iowa Central Community College	IVCCD
waynar@iowacentral.edu	sandy.supianoski@iavalley.edu

<sup>\*2008</sup> ABE Summer Institute will be combined with MVAE conference.

## STATE AND NATIONAL CONFERENCES

Iowa's adult literacy program can be enriched as staff broaden their horizons and expand their vision. By attending state and national conferences and mingling with peers from other areas, staff can gain new perspectives for Iowa programs. To assist local programs in financing these trips, state funds will be made available to qualified persons. These funds are not meant as a replacement for local staff development plans, but rather as a supplement. Preferences will be given to those requesting travel in order to present at a conference or provide state trainer functions.

Lists of current conferences will be circulated periodically. If a staff member wishes to attend, they are to complete the application form, and whenever possible funds will be made available. Participants are asked to apply for no more than one in-state and one out-of-state conference per year, and applications will generally be accepted on a first come, first served basis. Local staff development funding or other sources are to be utilized for any conference that promotes a particular product or program.

Information about meetings and/or conferences not on the current list that others might be interested in attending should be forwarded to the state consultant for dissemination. Conference participants will be required to write a summary of the conference and information gained, and submit it to Phyllis Hinton at the State Department of Education prior to reimbursement. In addition, those who are funded to attend a conference might be asked to prepare a presentation for the ABE Institute.

## **State and National Conferences Flow Chart**

- If you are interested in attending a state or national conference and would like to be considered for reimbursement through state staff development funds, please fill out a request form and attach to a conference flyer or brochure.
- Secure ABE coordinator's signature.
- ABE coordinator sends in request, with conference flyer or brochure to:

Phyllis Hinton, Adult Literacy Consultant

Department of Education

Bureau of Community Colleges

Grimes State Office Building

Des Moines, Iowa 50319-0146

W: 515-281-4723 or Sandy 515-281-7308

F: 515-281-6544

E: phyllis.hinton@iowa.gov

- Phyllis will consult with the committee.
- Phyllis will email you with approval or denial of request.
- Following the conference (no more than 2 weeks), complete your Conference Report. Include the following information in the report:
  - What was the purpose/objectives of the conference?
  - What applications in the classroom or in your position will you implement?
  - What innovations did you learn about?
  - What networking opportunities did you experience?
  - How will you learn more about the topic(s)?
- Following the conference (no more than 2 weeks), complete the ABE Staff Development Activity Reimbursement Form and forward the form, your Conference Report, your receipts and conference agenda to your ABE Coordinator for his/her signature.
- The ABE Coordinator will then forward all the documentation to Phyllis.
- Upon receipt of the paperwork, Phyllis will review the documents and forward a request to Southeastern Community College for reimbursement.
- Reimbursement will be sent to the community college that submitted the original request for payment. The participant will then be reimbursed by the community college.

(Please limit requests to one per college per conference.)

# **Request for State or National Conference Participation**

The Adult Basic Education Staff Development Committee provides assistance for ABE coordinators and adult literacy instructors to attend and participate in staff development opportunities in Iowa and beyond. To apply please complete the following form and return it with conference information. (Incomplete forms will be returned.)

**PART I:** 

NAME:DA	ATE OF APPLICATION:
COMMUNITY COLLEGE:	
CURRENT ADULT LITERACY POSITION:	
WORK ADDRESS:	
CITY, STATE AND ZIP:	
TELEPHONE: (Home)	(Work)
E-MAIL ADDRESS:	
NAME OF CONFERENCE:	
LOCATION OF CONFERENCE:	
DATES OF CONFERENCE:	
HAVE YOU ATTENDED THIS CONFERENCE BEFORE	?? YES NO
ARE YOU MAKING A PRESENTATION AT THIS CONI	FERENCE? YESNO
ABE COORDINATOR'S SIGNATURE:	
STATE CONSULTANT APPROVAL:	
<b>Estimate of Expenses:</b>	
Mileage ( X \$.34*) For Round Trip:	
Airfare:	
Meals:	
Lodging:	
Registration & Materials Fee (excluding membership fees):	
Other:	
TOTAL AMOUNT OF ASSISTANCE NEEDED	

Please see next page for additional questions.

<sup>\*</sup> \_ Mileage reimbursement rates may change periodically.

PART II:
WHY DO YOU WISH TO ATTEND THIS CONFERENCE?
HOW WILL YOUR PARTICIPATION ENHANCE IOWA'S ADULT LITERACY PROGRAM?
Please return your completed form to:
Phyllis Hinton, Adult Literacy Consultant
Department of Education Bureau of Community Colleges
Grimes State Office Building Des Moines, Iowa 50319-0146
W: 515-281-4723 or Sandy 515-281-7308 F: 515-281-6544
E: phyllis.hinton@iowa.gov
REQUEST GRANTED: REQUEST DENIED:
IF DENIED, REASON:
Recipients of Staff Development grants are asked to share what they have learned. There are many ways to share what you have learned. Please indicate your choice below.
- Presenting at the ABE/Adult Literacy Institute? Yes No

Please notify Phyllis Hinton two weeks prior to the conference date if a cancellation is to occur. If cancellation does occur and any prepaid expenses were involved, the participant or sponsoring ABE program is responsible.

- Writing a brief article for? Yes \_\_\_\_\_ No\_\_\_

- Other:

The Committee will review all expenses and has the right to refuse any expenses (s) that were not previously approved. No reimbursement of requests will be honored if sent after the third week in June.

## **CONFERENCE PRESENTER SPONSORSHIP**

The State Staff Development Committee adds Iowa's adult literacy program name to a variety of Iowa conferences throughout the year, and also sponsors an adult strand when appropriate. In this effort, the committee provides support for keynoters and presenters.

If an individual would like to recommend that the committee support a particular conference and/or a speaker, please email one of the individuals listed at the bottom of this page.

Recommendation must be submitted at least three months before the event to any of the committee members listed below.

# A request must include:

- Conference name and/or speaker name
- Dates of conference
- Location of conference
- Purpose or mission of conference
- How will support for the conference and/or speaker enhance the goals of adult literacy in Iowa?
- Amount requested and specific purpose of funding support

It is important to note that participation on the part of adult educators is not limited to these meetings. There are many conferences that provide enrichment.

If you need more information, contact your ABE Coordinator or:

Larisa Conner Southeast Community College 1500 West Agency Road West Burlington, IA 52655 W: 319.752.2731x8312 E: lconner@secc.cc.ia.us	Ruth Hansen WITCC Evening GED Coordinator 3111 S. Olive St. Sioux City, IA 51106-1083 712-276-1083 ruanhan@aol.com	Phyllis Hinton Adult Literacy Consultant Department of Education Bureau of Community Colleges Grimes State Office Building Des Moines, Iowa 50319-0146 W: 515-281-4723 or Sandy 515-281-7308 F: 515-281-6544 E: phyllis.hinton@iowa.gov
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# **State Staff Development Officers for 2007-2008**

Chair	Phyllis Hinton Adult Literacy Consultant Department of Education Bureau of Community Colleges Grimes State Office Building Des Moines, Iowa 50319-0146 W: 515-281-4723 or Sandy 515-281-7308 F: 515-281-6544 E: phyllis.hinton@iowa.gov
Secretary	Ruth Hansen Western Iowa Tech. Community College 4647 Stone Ave., Box 5199 Sioux City, Iowa 51102 E: ruanhan@aol.com

## STATE STAFF DEVELOPMENT COMMITTEE

Area I		
Lori Scovel		
Northeast Iowa Community College		
223 W. Main, Suite #2		
Manchester, Iowa 52057-1547		
P: 563-927-6387		
F: 563-927-6534		
E: scovell@nicc.edu		
E. <u>scoven@incc.edu</u>		
	Area II	
Suzanne McKee		
North Iowa Area Community College		
500 College Drive		
Mason City, Iowa 50401		
W: 641-422-4341		
H: 641-423-1762		
F: 641-423-1711		
E: McKeeSuz@niacc.edu		
E. MCKCCSuZ@macc.cdu		
	Area III	
Barb Grandstaff		
Iowa Lakes Community College		
3200 College Drive		
Emmetsburg, Iowa 50536		
W: 712-852-5226		
H: 712-852-2152		
E: <u>Bgrandstaff@iowalakes.edu</u>		
	Area IV	
Barb Rolston		
Northwest Iowa Community College		
603 W Park Street		
Sheldon, IA 51201		
H: 712-324-3191		
E: <u>brolston@netllc.net</u>		
Area V		
Ann Waynar		
Iowa Central Community College		
330 Avenue M		
Fort Dodge, IA 50501		
W: 515-576-0099, #2319		
F: 515-576-5656		
E: waynar@triton.iccc.cc.ia.us		
L. Maynar & arton. rece.ce. ra. us		

# Area VI

Sandy Supianoski

Iowa Valley Comm. College District

3702 S. Center

Marshalltown, Iowa 50158 W: 641-752-4645, #344 F: 641-752-1692

800-284-4823

E: sandy.supianoski@iavalley.edu

Laura Schinnow

Iowa Valley Comm. College District

3702 S. Center

Marshalltown, Iowa 50158

W: 641-752-4645 F: 641-752-1692 800-284-4823

schinnow@iavalley.edu

## Area VII

Sandy Jensen

Hawkeye Comm. College

844 W. 4th Street Waterloo, Iowa 50704 W: 319-234-5745

F: 319-234-5748

E: sjensen@hawkeyecollege.edu

## Area IX

Debby Gosnell

Clinton Community College 1000 Lincoln Boulevard Clinton, IA 52732-8299 W: 563-244-7187

Fax: 563-244-1107 E: Dgosnell@eicc.edu

## Area X

Barbara Curtin

Kirkwood Community College Lincoln Learning Center 912 18 Avenue SW Cedar Rapids, Iowa 52404

W: 319- 887-3656

E: BCURTIN@kirkwood.edu

Christine Thompson

Kirkwood Community College Kirkwood Learning Center 1810 Lower Muscatine Iowa City, Iowa 52240 W: 319-882-3652

E: christine.thompson@kirkwood.edu

# Area XI

Heather Knute

Des Moines Area Community College

Bldg 19, Room 2 2006 S Ankeny Blvd Ankeny, IA 50021 W: 515-965-6863

H: 515-965-7061

Nancy Coursen

Des Moines Area Community College

Bldg 19, Room 2 2006 S Ankeny Blvd Ankeny, IA 50021 W: 515-965-7098 H: 515-965-7061

E: nacoursen@dmacc.edu

#### XII Ruth Hansen Western Iowa Tech. Comm. College 3111 S. Olive St. Sioux City, IA 51106-4232 H: 712-276-1083 E: Ruanhan@aol.com Area XIII Terri Amaral Pam Southworth Iowa Western Community College Iowa Western Community College 2700 College Road Adult Learning Center 300 W. Broadway, Suite 12 Council Bluffs, Iowa 51503 Council Bluffs, Iowa 51503 W: 712-325-3441 W: 712-325-3267 F: 712-325-3721 F: 712-325-3708 E: psouthwort@iwcc.edu E: tamaral@iwcc.edu Area XIV Darla Helm **Barb Stephens** Southwestern Community College Southwestern Community College 1501 W. Townline Street 1501 W. Townline St. Creston, IA 50801 Creston, IA 50801 W: 641-782-1497 W: 641-782-1417 H: 641-782-9693 H: 641-734-5430 F: 641-782-1334 F: 641-782-1334 E: dhelm@swcc.cc.ia.us E: stephens@swcc.cc.ia.us Area XV Raeann Wyngarden Joanna Bartos Indian Hills Community College 22420 Ridge Rd. 603 Indian Hills Dr., Bldg. 15 Blakesburg, Iowa 52536 Ottumwa, IA 52501 W: 641-682-3069 W: 641-683-5186 H: 641-938-2707 F: 641-683-5263 F: 641-682-3557 E: rwyngard@ihcc.cc.ia.us E: jfbartos@msn.com Area XVI Jennifer Crull Southeastern Community College 127 N. Main Street Mt. Pleasant, IA 52641 W: 319-385-8012 F: 319-385-7062 E: jcrull@secc.iowa.edu

## **Key Contact Information - 2007-2008 Staff Development Matrix**

## **Iowa Literacy Resource Center Eunice Riesberg** Iowa Literacy Resource Center 415 Commercial Waterloo, IA 50701 W: 319-233-1200, 800-722-2023 F: 319-233-1964 E: riesberg@neilsa.org **TOPSpro:** Filling out CASAS' TOPSpro entry, update and test records according to the TOPSpro Data Dictionary; one-on-one training for TOPSpro record specialists Barb Rolston Others: Northwest Iowa Community College Richard Ackerman, rackerman@casas.org 603 W Park Street Sheldon, IA 51201 Kevin Locke, klocke@casas.org H: 712-324-3191 E: brolston@netllc.net Eunice Riesberg, riesberg@neilsa.org NRS: National Reporting System information about federal guidelines including filling out federal tables, end of year reporting and bi-annual training for ABE Coordinators **Barb Rolston** Others: Northwest Iowa Community College Eunice Riesberg, riesberg@neilsa.org 603 W Park Street John Hartwig, john.hartwig@iowa.gov Sheldon, IA 51201 NRS, www.air-dc.org/nrs H: 712-324-3191 E: brolston@netllc.net **CASAS:** Staff development or questions, including Implementation Training Cindy Burnside Debby Gosnell Home- 20787 Highway J5T Clinton Community College Moravia, IA 52571 1000 Lincoln Boulevard W: 641-724-9588 Clinton, IA 52732-8299 E: buckcreek@iowatelecom.net W: 563-244-7187 Fax: 563-244-1107 E: Dgosnell@eicc.edu **POWER:** Providing Options for the Workplace, Education and Rehabilitation, POWER is a performancebased assessment and training system for adults who have developmental disabilities. Cheryl Sandholm Other: Village Northwest Unlimited Ginny Posey, gposey@casas.org 330 Village Circle Sheldon, IA 51201 W: 712-324-4873 E: cheryls@villagenorthwest.org

	ESL:
English as a Second Language incl	luding assessment, citizenship and methods of instruction.
Larisa Conner	Other:
Southeast Community College	Phyllis Hinton, phyllis.hinton@iowa.gov
1500 West Agency Road	1 nyms 1mton, <u>pnyms.miton@iowa.gov</u>
West Burlington, IA 52655	
O. 319.752.2731x8312	
E: lconner@secc.cc.ia.us	
	Writing Skills:
Many teachers have had	l instruction in CASAS Functional Writing and
	Trainers. There are 4 Stage 3 Trainers in Iowa.
Cindy Burnside	Nancy Coursen
Home- 20787 Highway J5T	H: 2904 Sylvania Dr.
Moravia, IA 52571	West Des Moines, IA 50266
W: 641-724-9588	W: 515-287-8723
E: buckcreek@iowatelecom.net	E: nacoursen@dmacc.edu
L. bucketeek & lowaterecom.net	L. <u>nacoursen e unacc.cuu</u>
Joanna Bartos	
22420 Ridge Rd.	
Blakesburg, Iowa 52536	
W: 641-682-3069	
H: 641-938-2707	
F: 641-682-3557	
E: jfbartos@msn.com	
2. <u>frontos e histreom</u>	
	Content Standards:
Support in presenting	workshops on content standards to teachers.
Cindy Burnside	Barb Rolston
Home- 20787 Highway J5T	Northwest Iowa Community College
Moravia, IA 52571	603 W Park Street
W: 641-724-9588	Sheldon, IA 51201
E: buckcreek@iowatelecom.net	H: 712-324-3191
	E: brolston@netllc.net
De la Outland	L'a Haring Tari
Barb Oakland	Jim Harrison, jharrison@casas.org
Iowa Central Community College	
	i

ABE/GED Accommodations:		
Cheryl Sandholm Village Northwest Unlimited 330 Village Circle Sheldon, IA 51201 W: 712-324-4873 E: cheryls@villagenorthwest.org	Kathy Green 2829 Tranquil Court NE Swisher, IA 52338 W: 319-588-1557 F: 319-398-2117 E: greenmeyer@msn.com	
	Policy: Helene Grossman, helene.grossman@iowa.gov Records: Sandy Jones, sandy.jones@iowa.gov	
Business and Industry:  Help with connecting with business and industry, setting up training for staff, support in using assessment in the workplace		
Cindy Burnside Home- 20787 Highway J5T Northwest Iowa Community College Moravia, IA 52571 W: 641-724-9588 E: buckcreek@iowatelecom.net W: 712-324-5061, ext. 172 E: lynnr@nwicc.edu		
Distance Learning: Online staff development will be designed including: orientation to ABE, adult learning and methods.		
Barb Rolston Northwest Iowa Community College 603 W Park Street Sheldon, IA 51201 H: 712-324-3191 E: brolston@netllc.net	Tom Westbrook Drake University School of Education 3206 University Ave. Des Moines, IA 50311 W: 515-271-3078 E: Thomas.Westbrook@drake.edu	

## **Family Literacy:**

14 Community Colleges have had grant funding to implement family literacy programs in cooperation with other organizations/agencies.

Darla Helm

Southwestern Community College

1501 W. Townline St. Creston, IA 50801 W: 641-782-1497 H: 641-782-9693

F: 641-782-1334

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## **Iowa Literacy Council**

Chair, Cheryl Mullenbach Iowa Public Television 6450 Corporate Dr.

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E: Cheryl@iptv.org

## Vice-Chair,

Dale A. Amunson

E: daleaa@butler-bremer.com

## Secretary,

**Eunice Riesberg** 

Iowa Literacy Resource Center

415 Commercial Waterloo, IA 50701

W: 319-233-1200, 800-722-2023

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# ABE Instructor Model

Phyllis Hinton, Adult Literacy

Consultant

Department of Education Bureau of Community Colleges Grimes State Office Building Des Moines, Iowa 50319-0146

W: 515-281-4723 or Sharon 515-281-

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F: 515-281-6544

E: phyllis.hinton@iowa.gov

Tom Westbrook, Drake University School of Education 3206 University Ave. Des Moines, IA 50311 W: 515-271-3078 E: Thomas.Westbrook@

drake.edu

Elaine Rockwell C/o Drake University School of Education 3206 University Ave. Des Moines, IA 50311 W: 515-727-1798 rockwell elaine@bah.com

## **State Level Staff Development**

Phyllis Hinton, Adult Literacy Consultant

Department of Education

**Bureau of Community Colleges** 

Grimes State Office Building

Des Moines, Iowa 50319-0146

W: 515-281-4723 or Sharon 515-281-5251

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E: phyllis.hinton@iowa.gov

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